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**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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Jane Dee Hull  
Governor

John L. Clayton  
Director

October 4, 2002

**WIA GUIDANCE LETTER #15-02**

**TO: All Training Providers Currently Approved to the Statewide Eligible Training Provider List (ETPL)**

**All Local Workforce Investment Board Members and Staff**

**All Local Workforce Investment Area Program Directors**

**SUBJECT: Distance Learning Policy for Training Providers under the Workforce Investment Act (WIA)**

**REFERENCE:** P.L. 105-220, §122(A)(B)(C) Workforce Investment Act of 1998; 20 U.S.C. 1070 et seq., Title IV of the Higher Education Act of 1965.

**BACKGROUND:** *Distance Learning* is a means of instruction in which the instructor and student are separated by physical distance, and education is provided through technological methods including, but not limited to, television, computer, voice, and printed materials. The need for Distance Learning has gained an increasing amount of importance nationally in recent years. Its necessity is particularly compelling in Arizona because much of the state is considered rural and access to training providers is sometimes difficult and untimely. For this reason, the Eligible Training Provider Work Group convened in August 2002, to consider distance learning programs as an alternative way occupational training could be made available to *WIA-eligible participants*. As a result of this meeting, the following minimal elements were developed that, when met, would allow providers of distance learning programs to be included on the state's Eligible Training Provider List (ETPL):

- (1) Providers offering Distance Learning must be licensed to do business in the State of Arizona, or be included on the Eligible Training Provider List of a state with which Arizona has a reciprocal agreement under WIA.
- (2) Providers must have in place a mechanism for student interaction with an instructor or instructors.
- (3) Instructional and/or technical assistance must be available to students during regularly scheduled times.

- (4) Providers must ensure periodic assessment of each student.
- (5) The training provider's policy shall describe the responsibilities of each party to the Distance Learning experience.
- (6) Providers must have a mechanism in place for tracking student attendance.

When submitting an initial ETPL application for a distance learning program, a training provider must complete the section of the application labeled "Distance Learning". Please visit the ETPL web site at [www.ade.az.gov/arizonaheat](http://www.ade.az.gov/arizonaheat) and click on "Provider Application" for details.

For those providers governed by the Higher Education Act of 1965, the Act contains provisions that may restrict an institution from receiving Title IV Federal Student Financial Assistance for some distance learning programs. Where applicable, providers should ensure that distance learning programs submitted for inclusion on the ETPL are eligible to receive Title IV funds.

**ACTION:** Please distribute this information to all those in your organization associated with the ETPL process.

If you have questions, please contact Ms. Pat Gregan, Manager of Planning and Program Development at (602) 542-2490.

Sincerely,

Stan Flowers  
Program Administrator (Actg)  
Workforce Development Administration

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